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JOINT TRAINING COMMITTEE MEETING
2 March 1950

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Present: Messrs. [REDACTED]

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[REDACTED] left the meeting after discussion of the first item reported in the minutes. Miss [REDACTED] acted as secretary.

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1. Assessment Staff. [REDACTED] gave a progress report on the Assessment Staff covering personnel, physical plant and recruitment. Messrs. [REDACTED] are on board; [REDACTED] are in training and [REDACTED] will enter training when either [REDACTED] or [REDACTED] complete their instruction.

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Mr. [REDACTED] of OAD is preparing estimates on the recording equipment necessary for the Assessment Staff and will send it to Mr. [REDACTED]. The preliminary estimate is \$2000 for the equipment and approximately \$3000 for sound-proofing and partitioning. A written estimate is to be submitted in a few days.

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Three additional slots for the Assessment Staff have been approved. The grades of these slots are presently being reviewed by Classification and an augmented T/O for the Assessment Staff will be published upon the completion of this review.

[REDACTED] reported that his staff are handling about 20 intensive assessment cases a month as well as additional review and interview cases. He estimated that after the training of the three additional psychologists now on his staff he will ultimately be able to handle 12-15 cases a week. Although half of the cases assessed are being turned down, it is [REDACTED] opinion that this is not too high, since many of the men sent to Assessment are cases where the individuals concerned with their employment have some doubt as to their qualifications. Mr. [REDACTED] felt that this was too high a percentage of rejects and requested that [REDACTED] prepare a memorandum for him to the effect that one-half of all cases assessed were being rejected, so that it might be circulated to branch and division chiefs in OPC in order that they might be more selective in their recruitment program.

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It was agreed that a meeting should be held in TRD auditorium for all branch and division chiefs of OSO and OPC in which the mission, organization and functions of TRD and the new evaluation system might be explained in detail; at this time [REDACTED] would give a complete description of the functions of the Assessment Staff as well as to explain the way in which assessment reports should be evaluated. Mr. [REDACTED] requested that [REDACTED] prepare an agenda for such a meeting for him to present at an OPC staff meeting.

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Both Mr. [REDACTED] felt strongly that all reports of all assessment cases should be typed in final form for insertion in the individual's file where they would be available for reference at any time. In this connection [REDACTED] stated it was his opinion that the new T/O for the Assessment Staff should include at least two clerk-stenographers to handle the clerical work for the Staff. There was a discussion of the possibility of replacing Mrs. [REDACTED] with a competent secretary and [REDACTED] requested that Mr. [REDACTED] canvass OPC for possible openings that Mrs. [REDACTED] might fill.

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Mr. [REDACTED] requested that at the next meeting of the Joint Training Committee [REDACTED] educate the members on the types of tests given in Assessment.

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2. TED Liaison. A memorandum (copy attached) listing the liaison contacts of TED was circulated. In the case of item 4, it was agreed that TED should by-pass ICS/OSO and ISB/OPC in order to obtain materials, films, etc., from TED library. Materials from outside sources, however, should be obtained through BLC/OSO, with the explicit understanding that if it deals with intelligence information as such and further clearance within OSO is required, [REDACTED] request BLC to procure the necessary clearance. For OPC, outside research materials, etc., should be procured through Mr. [REDACTED] ISB. Regarding item 5, until relations with JSPB (Admiral Stevens) are clarified, TED should not approach them directly but should deal through COS/OPC. The other liaison contacts as shown in the memorandum are proper. As a matter of policy, if it concerns one of the two offices, TED will operate through them; if it concerns only TED, liaison will be direct with the understanding that if it affects any established relations of either OSO or OPC the respective office should be notified.

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3. TED Budget. [REDACTED] reported on the meeting held with Mr. [REDACTED] TED, and a representative from Special Funds. The consensus of this meeting was that OSO should continue to expend its funds on training until their money is depleted. At that time OPC will furnish the necessary funds to cover training for the remainder of the fiscal year 1950 through existing accounts. They also recommended that for the 1951 budget, both offices should contribute equally to a single TED Budget. At present Mr. [REDACTED] in Special Funds is preparing a memorandum outlining these recommendations for submission to ADGO and ADPC.

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4. Credit Reference. For TED personnel the credit reference to be used is Mrs. [REDACTED], 2430 E Street N. W., telephone Executive 6115, Extension 2901.

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5. TED Administration. [REDACTED] submitted a memorandum on the difficulties of TED external administration. This subject was not

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discussed; Mr. [REDACTED] will examine the document in detail, but feel that under the present situation no action should be taken.

6. Use of TRD Research Materials. Several of the operational divisions of CSO and OPC have requested research materials from TRD and in certain cases have requested that such materials be sent to their offices. Thus far, TRD has been able to comply with their requests but if the demand increases limitations of personnel will make it impossible for TRD to continue to do so. It was agreed that personnel of other branches and divisions of CSO and OPC might come to TRD to examine our research materials and, if necessary, might borrow such materials on a stated loan basis.

7. Miscellaneous. It was agreed that high level policy matters affecting more than one branch of TRD should be taken up directly with Chief, TRD. Mr. [REDACTED] will circulate a memorandum to OPC division chiefs to this effect; Mr. [REDACTED] requested that [REDACTED] present this matter to an CSO staff meeting.

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[REDACTED] outlined the requirements for clerical assistance in order to get lectures, conferences, etc., of TRD instruction in permanent form. Recording equipment has been requisitioned and Mr. [REDACTED] and Mr. [REDACTED] were requested to do all they could to secure casual or floating secretarial personnel for detail to TRD.

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[REDACTED] raised the question of what to do in case of an accident to an individual while in training. He was concerned both about individuals now taking weapons training and also foreign nationals who it is planned will take certain phases of TRD instruction. Mr. [REDACTED] stated that procedures to cover such accidents have been established. [REDACTED] brought out that a meeting had been held with Mr. Houston, Legal Counsel, and that he was preparing a memorandum for the guidance of TRD in such matters.

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TRD has had a request from Mr. [REDACTED] of OCB to furnish \$10,000 for the purchase of films to be used by TRD for training. A formal memorandum will be received from OCB and will be justified by TRD and forwarded to ADSO and ADPC for approval.

It was suggested that alternates to attend the Joint Training Committee meetings be appointed in the case of absence of one of the members. Mr. [REDACTED] has been designated to act for OPC in the absence of Mr. [REDACTED] will be alternate for Mr. [REDACTED] for CSO.

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It was agreed that personal reports and other training papers prepared by students should be retained in TRD's files but may be sent to the branches concerned on a loan basis for stated periods of time.

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██████████ reported on his visit to the CIA library describing in some detail the many facilities they have available to other offices of CIA. He felt, however, that their subject code was not up-to-date on OSO and OPC activities, and suggested that a representative from each of the respective offices should assist them in elaborating their subject index, thus making it more valuable to both offices.

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21 February 1950

MEMORANDUM FOR: JOINT TRAINING COMMITTEE

SUBJECT: TRD Liaison

In accordance with the verbal request of COS/OPC, the following list of liaison contacts of TRD is provided.

1. All division and staff chiefs of OSO and OPC - direct.
2. I&S - through OPC on OPC problems; through OSO on OSO problems; direct on instructional problems.
3. Management - direct to Mr. ^{25X1A9a} on TRD forms; others through OSO or OPC as appropriate.
4. OGD - direct for films, reference and research materials in CIA library ^{25X1A9a}.
5. Other offices of CIA - through OSO or OPC as appropriate.
6. SSS - direct.
7. FSI - through BIC/OSO for matters of OSO policy; direct on scheduling FSI orientation, language training and participation in FSI instruction.
8. JCS - through COS/OPC to ^{25X1A9a} of JCS on matters affecting OPC training. Although not utilized to date, it is assumed that contact would be through BIC for matters affecting OSO training.

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